

## MADERA COUNTY

### MENTAL HEALTH CASEWORKER I/II

#### DEFINITION:

Under general supervision (Mental Health Caseworker I) or direction (Mental Health Caseworker II), to perform a variety of casework services; to assess client/family needs; assist in development of treatment plans; assist clients in gaining access to needed medical, social, educational, mental health, drug/alcohol services; to prepare casework records and reports; and to do related work as required.

#### SUPERVISION EXERCISED:

##### Mental Health Caseworker I

Exercises no supervision.

##### Mental Health Caseworker II

May exercise technical and functional supervision over lower level staff.

#### DISTINGUISHING CHARACTERISTICS

Mental Health Caseworker I -- This is the entry level in the Mental Health Caseworker class series. Positions at this level usually perform most of the duties required of the positions at the Mental Health Caseworker II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Mental Health Caseworker II -- This is the full journey level in the Mental Health Caseworker class series. Job assignments require the ability to provide professional casework services with minimal guidance and supervision. Positions at this level are distinguished from the Mental Health Caseworker I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Mental Health Caseworker II level are normally filled by advancement from the I level. When filled from outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Mental Health Caseworker II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Conduct client/family assessments and casework services for eligible participants; provide linkage and consultation with agencies providing services to clients/families; participate in multi-agency meetings to develop or implement effective treatment plans; assist in the coordination of treatment plans with clinical staff; work with the clients' family and others to assist client to remain in school; prepares clear and concise records, correspondence and other written materials; provides or arranges support groups and educational programs for eligible parents and youth; transports and accompanies clients/families to appointments which are linked to the treatment plan; responds promptly to client emergency situations, and takes effective action to control potentially disruptive incidents by intervention and referral; assists in monitoring placement of severe and persistently mentally ill patients; makes recommendations to clinical staff regarding appropriateness of placement, employability, and daily living skills that need to be enhanced; arranges for home visits, finances and other needs with the County Conservator's Office for clients under Lanterman Petris Short (LPS) Conservatorship; monitors service delivery to ensure clients' access to services designated in treatment plan; provides clarification to clients/families regarding services recommended or provided by agencies and programs; and provides other services as required by the Mental Health Director.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Local resources, including agencies, programs and organizations.  
Policies and procedures of the Mental Health Department.  
Knowledge of psycho-social-behavioral theories in client/family issues casework.

Skill to:

Learn principles, methods, and procedures of casework as it applies to public mental health needs and practices.  
Work effectively with diverse populations, cultures and interest groups.  
Work collaboratively with individuals from other agencies and programs.  
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.  
Identify and support the strengths of individuals and families.  
Gather information and prepare a variety of reports.  
Communicate clearly and concisely, both orally and in writing.

Ability to:

Develop and maintain the confidence and cooperation of mentally and emotionally disturbed clients and families.  
Perform skilled counseling.  
Develop and implement treatment plans.  
Maintain the confidentiality of client information.  
Interact with clients in a therapeutic way.  
Organize data, develop information, and prepare clear, concise, comprehensive records and reports.  
Develop and maintain effective working relationships with the general public, co-workers and those contacted during the course of work.  
Develop community resources to enhance clients' living skills, and increase opportunities for community living.  
Evaluate client's symptoms to determine what level of care is required and make recommendations to clinical staff.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Mental Health Caseworker I

Experience and Training:

AA degree or 60 college units with emphasis in social welfare, social/human services, psychology, or other behavioral health sciences.

-or-

Successful completion of 30 semester units in social welfare, social/human services, psychology or other behavioral science with one year of casework experience in a public or private social/human services organization.

Mental Health Caseworker II

Experience and Training:

Two years of increasingly responsible experience in providing mental health casework comparable to a Mental Health Caseworker I with Madera County.

License or Certification:

Possession of, or ability to obtain, an appropriate, valid Driver's License issued by the California State Department of Motor Vehicles.

Special Requirements:

Essential Duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and infectious disease; ability to travel to different sites and locations.

Effective Date: August 2003